



## **Announcement of Aid Application**

**To:** Nonpublic School Administrators

**From:** Christina Coughlin, Coordinator *Christina E. Coughlin*  
Educational Management Services

**Date:** December 1, 2014

**Application:** Nonpublic School Aid – Mandated Services

The Application (MSA-1) and related information are available on the Internet at <http://www.P12.nysed.gov/nonpub/mandatedservices/forms/>.

**Purpose:** Costs of State mandated services are reimbursable by applying for Nonpublic School Aid. The guidelines and application covering the services provided during the 2013-2014 school year are now available.

**Eligible Applicants:** Nonpublic Schools (non-profit or not-for-profit schools only)

**Due Date:** The MSA-1 Form and Schedule A/Worksheet are due by January 14, 2015

### **General Information:**

The online system will be available to enter claim data in early December. No paper claim forms will be entered into the system until that time. Please watch the web site for an announcement about online system training and the date that the system will be available for school entry of claim forms.

These forms also include a certification statement for the Comprehensive Attendance Policy (CAP) mandate. However, reimbursement for CAP for the 2013-14 school year will not be made until such time funds become available at a later date (after April 2015).

Schools are encouraged to use the Mandated Services Aid online system to enter school year 2013-14 Mandated Services Aid claims. The system is designed to enhance the application process and expedite the issuance of the school's mandated services aid payment. Paper forms will still be accepted and will be entered into the computer system by Department staff. Schools that choose to use the paper forms will need to send a completed MSA-1 form (including explanations as needed for variation in Enrollment that is greater than 20% and increases in Pupil Attendance Recordkeeping and/or Total Aid that is greater than 20%) and the Schedule A/Worksheet.

If, based on the submissions received by January 14, 2015, funding is not sufficient to pay all claims, payments will be pro-rated based on available funding. The unpaid balance will be paid when additional funds are appropriated for this purpose.

An electronic payments option is offered by the NYS Office of the State Comptroller (OSC). The option may result in receiving your claim faster. Information about the program is available at [www.sfs.ny.gov](http://www.sfs.ny.gov) through the Vendor Portal. Participation is voluntary, with the option to withdraw at any time.

### **Changes for the 2013-14 School year:**

- EIA - Mandate 2 parameters have been updated to reflect changes in time to administer and score exams
- Regents Exams – Mandate 4 – Regents Common Core ELA and Regents Common Core Algebra 1 exams have been added
- Mandate 5 – Native Language Writing Test no longer exists and has been removed. RCT definition expanded to clarify reimbursable administration to Special Education students only

For the past several years, the Department has been analyzing the variations in the methodology used by schools to claim the number of days worked in the school year and the number of hours worked each day. Prior audits conducted by the Office of the State Comptroller as well as the Department's analysis recognize a lack of consistency in the calculation of reimbursement within certain mandates. In an effort to reimburse schools for their actual costs in a fair and equitable manner, the following definitions must be used by schools when calculating average hourly rates:

**“Hours in Work Day”** – total number of hours employee is expected to be performing required duties less any time for lunch. Hours are not to be limited to instructional time with students and must be in accordance with established school policy or employee contract.

**“Days in Year”** – total number of days employee worked for which compensation was received during the period of July 1<sup>st</sup> to June 30<sup>th</sup> of the corresponding school year, less paid holidays and vacations. The number of days worked shall include instructional days as specified in the official school calendar and other non-instructional days that staff are required to be at the school site or participating in school functions. Non-Instructional days include, but are not limited to, days exams are administered, staff meetings, parent teacher consultations and conferences. A day may be pro-rated if the compensation received corresponds accordingly.

**“Total Hours Worked”** – total number of hours an employee works during the period of July 1<sup>st</sup> to June 30<sup>th</sup> of each year. It is calculated by multiplying the number of hours in a workday by number of days in school year.

Data collected from the review of 2013-14 school year claims will be used to assist the Department in further study of this issue.

**Changes for the 2014-15 School year:**

- The administration of Alternatively Developed Foreign Language exams will no longer be a reimbursable expense through mandated services. The “All Other Regents” section in Mandate 4 will be removed. Schools may continue to administer for purposes of assessing a student’s proficiency in foreign language curriculum, or to allow students to receive Regents credit in foreign language but aid will not be available.

**Additional Assistance:** If you have any questions or need additional information regarding nonpublic school aid, contact the Office of Grants Management at (518) 474-3936, or for assistance with other services available to nonpublic schools, contact the Office of Educational Management Services at (518) 474-6541.